

Director of Project Management, DCS Office of Information Technology

SUMMARY: The Director of Project Management is a leader of the Department of Children's Services, Office of Information Technology Project Management Team and reports to the Agency Chief Information Officer. The Director leads a team of Project Managers ensuring their performance targets are aligned with the Department's strategic and operational objective, adhere to best practices and are properly accounted for in the State's project management system.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Directs and manages the day-to-day operations of three Project Managers.
- Trains and mentors new and existing Project Managers and provides feedback regarding expectations, performance, and professional development.
- Develops and implements PMO strategy and standards of operation.
- Collaborates with Product Owners in order to establish project management staffing levels, training and tools.
- Provides leadership and coaching to ensure team members successfully achieve the department's goals and objectives.
- Collaborates with Product Owners and Project Managers to ensure projects are completed in a timely manner.
- Anticipates potential project roadblocks and identifies alternatives in an independent and efficient manner.
- Communicates effectively verbally and in writing.
- Provides team leadership with various human resources management accountabilities. The key activities include but not limited to the following.
 - Hiring team members and managing team member requirements in line with project activities.
 - Setting annual performance targets for Project Managers and conducting performance reviews.
 - Providing on-going motivation, coaching, guidance, feedback, and mentoring support to the team.
 - Managing the workload of Project Managers and removing obstacles to their success.
 - Coordinating and conducting post-implementation reviews of projects with Project Managers.
- Uses the State's Project/Portfolio Management tool to:
 - Track project phase completion against milestones.
 - Assist the Project Managers in mitigating risks, issues, and change resolution processes.

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- Work with team members and leaders to take corrective actions as necessary.
- Completes the Information Systems Plan in a timely and accurate manner.

EDUCATION / EXPERIENCE:

A bachelor's degree from an accredited college or university in Computer Science, Business, Finance, Statistics, Technology, or other related fields, with a minimum of six (6) years of experience as a Senior Project or Project Management Director. An equivalent combination of education and/or experience may be acceptable.

SKILLS:

This position requires:

- Dedication and commitment to customer service focused delivery of solutions;
- Demonstrated evidence of experience with success as a Senior Project/Program/Portfolio Manager with a proven track record of delivery;
- Ability to improve project management practices by implementing new techniques and tools;
- Substantial team leadership experience with a focus on team development;
- Technical integrity earned through demonstrated success in implementation of large, complex projects or programs;
- Experience juggling multiple goals, changing priorities and deadlines;
- Ability to build a strong network and relationships at all levels of the organization;
- Demonstrated flexibility, resilience, and resourcefulness
- Ability to identify current or future problems or opportunities, then analyze, synthesize, and compare information to understand issues and cause/effect relationships

All interested candidates should submit a cover letter and resume to:

DCS.OIT_Talent_Management@tn.gov

<http://agency.governmentjobs.com/tennessee>

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